



OPERATING PROCEDURES OF THE NATIONAL OFFICIALS COMMITTEE OF USA TRACK & FIELD*

Revision 7b

*** Adopted on December 5, 2008 at the USATF Convention in Reno, NV plus proposed revisions for 2009.**

(Revision 7 consists of adding a new Section 9 for setting out the procedures for selecting three nominees for submission to the Nomination and Governance Committee as the Officials Committee' representative to the Board of Directors; renumbering the sections that follow and adding language which authorizes communications to members by electronic mail. (Note handout at the convention as Revision 7 was incomplete.) The things in red herein have been approved by the Executive Committee but not presented to the whole committee which will be done at next year's convention. These include the addition of the various subcommittees formed since the last revision in 2005 to old section 8 and 10 and their duties plus the requirement to be a member of USATF to be certified.



OPERATING PROCEDURES OF THE NATIONAL OFFICIALS COMMITTEE OF USA TRACK & FIELD

PREAMBLE

This committee is a standing committee of USA TRACK & FIELD and as such, this committee and its Operating Procedures are subject and subservient to the Bylaws and Operating Regulations of USA Track & Field, the national governing body of the sport (herein after referred to as "USATF") and found in the current governance manual of the same organization.

These Operating Procedures have been previously amended in:

Dec. 1, 1994 USATF Meeting in St. Louis
Jan. 1, 1999 USATF Meeting at Los Angeles
Jan. 1, 2000 USATF Meeting Albuquerque
Dec. 4, 2002 USATF Meeting Kansas City
Dec. 2, 2003 USATF Meeting Greensboro
Dec. 2, 2005 USATF Meeting Jacksonville
Dec. 5, 2008 USATF Meeting Reno

SECTION 1 NAME

This committee shall operate under the Bylaws of USA Track and Field and shall be known as The National Officials Committee of USA Track & Field, and hereafter shall be referred to as the National Officials Committee or "NOC".

SECTION 2 OBJECTIVES

The objectives of this Committee shall be to certify only competition officials who are members of USATF, continuously monitor their quality and to promote, encourage, and improve the conditions of officiating in the sport of Track and Field (including Long Distance Running, Race Walking and Cross Country) throughout the U.S.A.

SECTION 3 DUTIES & RESPONSIBILITIES



- A. Duties:** The NOC shall be responsible for:
1. The certifying, training and general supervision of competition officials in all the disciplines of USATF;
 2. The establishment and monitoring of the overall requirements for the training and certifying of officials;
 3. The delegation to Association Certification Chairs such duty as the NOC directs;
 4. The national uniform shall be worn at our three national championships: USA Indoor Track and Field Championships, USA Outdoor Track & Field Championships, and USA Junior Outdoor Track & Field Championships and at such other major national meets as the NOC may direct.
 5. Request, when appropriate, advice and reports from Associations' officials committees concerning the training, certification, and other activities that they are conducting; and
 6. Provide each Association, when appropriate or requested, with forms, examinations, clinic programs, and other material or know how to assist the Associations' officials committees in carrying out their duties;
- B. Responsibilities:** In carrying out its overall supervisory responsibility, The NOC:
1. **Communications:** May request from each Association Officials Committee advice and reports as to the training, certification, and other activities being conducted by the Officials Committee in that Association;
 2. **Materials:** Shall provide each Association Certification Chair with forms, examinations, clinic programs, and other material or know-how to assist the Association Officials Committee in furtherance of its duties.

SECTION 4 MEMBERSHIP

All members of the committee shall be current members of USATF.
The makeup of the Committee shall consist of:

- A. **Officers:** The Elected Officers
- B. **Association Certification Chairs:** The Certification Chair of each of the Association Officials' Committee, or the Chair's certified designee, or if neither is available at any session during any annual meeting, a certified official/dues paid member of USATF from the Association, appointed by the President of the Association or Head of the Association's Delegation;
- C. **Sports Committees:** One (1) designee from each Standing Sports Committee;
- D. **Presidential Appointments:** Four (4) at-large members appointed by the



President of USATF;

- E. **Athletes:** Four (4) athlete members appointed by the Athlete's Advisory Committee;
- F. **At-Large:** Three (3) at-large members elected to a four (4) year term by the members of the NOC;
- G. **Committee and Subcommittee Chairs:** All committee chairs and subcommittee chairs of the National Officials Committee whether appointed or elected.
- H. **Additional Members:** One (1) additional certified/USATF dues paid member from each association for each full one hundred (100) membership count up to a maximum of five (5). The official membership count for determining the number of additional members an association may name to the committee will be finalized by the NOC, Vice Chair – Certification by July 31st. The Certification Chairs will be mailed or electronically mailed the finalized count following this date. Certification chairs must make these appointments and send the names to the Committee's Secretary by October 15th each year. Positions not filled by that date will not be filled until the next year. To have a vote at the convention the additional representatives must be registered for the convention. They become committee members when appointed and will continue to be members until the nominal appointment date of October 15th of the following year or until a replacement is appointed if that occurs before that date, i.e. membership must be renewed each year if eligible. To be eligible to be a certified official and thus a possible representative to this committee, an individual must be at least 14 years of age. To be a National Level officials and individual must be at least 18 years of age.
- I. **Other Committee Representatives:**
 - 1. One (1) representative named from the disabled Athletes Committee.
 - 2. One (1) representative named from the Associations Committee.
- J. **Alternates:** Substitutions for any of the members for the convention must be made in writing to the Secretary by the appropriate appointing authority or his or her substitute before the start of the first business meeting of the committee at the convention. Subsequent changes for the convention will not be accepted. Following the convention the original member appointed will be reinstated unless the appointer has indicated that the substitution is a replacement appointment.
- K. **Terms:** The term of members in categories C through E are for the same term as the chair of the NOC. They can be reappointed without limitation.
- L. **Multiple Memberships:** An official can have membership in multiple associations, but can only be certified by one association..

SECTION 5 OFFICERS

- A. **Officers:** The elective officers of this Committee shall be:
 - Chair
 - Vice Chair – Awards



Vice Chair – Certification
Vice Chair – Rules
Vice Chair – Training
Secretary
Treasurer

B. Elections:

1. **Schedule of Elections:** The general election of officers and At-large Members shall take place every four years at the Annual Convention during the year of the Summer Olympics (1st year of the Olympiad) except for the offices of Vice Chair - Certification, Treasurer, and Vice Chair-Awards which will be elected two years after the General Election (beginning of the 3rd year of the Olympiad). All elections shall take place at the Annual Convention of USATF;
2. **Eligibility:** All officers and certified/USATF dues paid officials who are designated as official members of this committee as listed in Section 4 above shall be eligible to be nominated and elected to office;
3. **Nomination Process:** The Chair at the opening session of the convention, in the year preceding the election year, shall appoint a Nominations Committee of not more than five (5) members to administer the nomination process for the above officers;
 - a. **Request.** At least ninety (90) days prior to the Annual Convention in the year which the election shall take place, the Nominating Committee shall request nominations from the membership;
 - b. **Summary:** Nominations shall be returned to the Nominating Committee Chair at least forty-five (45) days in advance of the Annual Convention for the preparation of a written ballot, with a brief summary describing the qualifications of the nominees. Members of the Nominating Committee shall be eligible for nomination as officers;
4. **Floor Nominations.** Nominations may be accepted from the floor at the Annual Convention Meeting;
5. **Voting Procedure:** The voting shall be by written secret ballot and only by those members in attendance who have been certified as official voters. See Section 7, Part E (Voting); Proxy voting shall not be permitted;
6. **Substitute Voters:** Substitute voting is possible See Section 7, Part E (Voting);
7. **Voting Requirements:** Voting for each office shall be conducted separately beginning with the office of Chair. In the event a majority is not attained in the first round, the nominee receiving the fewest votes shall be eliminated and a new ballot shall be taken. After the second round of voting the remaining positions will be filled by a run-off election in which there shall be one more candidate than the number of remaining positions to be filled. If there is a tie for the last qualifying position then all such tied candidates will be included. Candidates in the run-off election shall be



those candidates who received the highest number of votes in the previous round of balloting without being elected. After two rounds of voting, a plurality of the votes cast is sufficient to elect the candidates in the following round.

8. **Exclusivity:** An officer can hold only one office;
9. **At-large Elections:** Nominations for At-large Members will be accepted from the floor. All certified/ USATF dues paid members in attendance are eligible to be nominated for an At-large position. The election of At-large members will follow the same provisions as outlined in Section 5, Part B, sub-parts 5 – 8.

- C. **Term of Office:** The term of office for officers and at large members shall be four years. An officer may not serve more than two consecutive terms in the same office. The term for At-large Members shall run concurrent with the office of the chair.
- D. **Vacancy in Office:** A vacancy in any office, except for the office of the Chair, shall be temporarily filled by appointment by the Chair with the concurrence of the majority of the Executive Board. The appointee shall hold office until the next Annual Convention, at which time an election for the interim term shall be held. A vacancy in the office of the Chair shall be filled temporarily by the Vice Chairman – Certification with the approval of the President of USATF. An election, to fill the remainder of the unexpired term shall be held at the next Annual Convention.

SECTION 6 DUTIES OF OFFICERS

A. **CHAIR:** It shall be the duty of the Chair:

1. To establish and maintain direct contact with the President of USATF and its Executive Director;
2. To maintain liaison with the Executive Committee members and Committee members;
3. To disseminate all information distributed by the National Office as it pertains to the membership;
4. To solicit agenda items for the committee meetings at the Annual Convention at least ninety (90) days in advance of the first General Assembly Meeting;
5. To prepare an agenda and mail or electronically mail same to the membership of the NOC at least thirty(30) days prior to the opening of the Annual Convention. This should include proposed amendments to this committee's operating procedures or resolutions that are proposed as agenda items;



6. To appoint Permanent or Special Sub-committees deemed necessary to facilitate the business of the NOC;
7. To be an ex officio member of all Sub-Committees;
8. To appoint the second Officials Committee representative to the Officials Selection Committee in Regulation 4H.
9. To appoint representatives to other committees as allowed by the USATF bylaws or Operating Regulations.
10. To perform such other duties normally associated with the office of Chair.
11. **Chair or the designee shall attend all three national championships, USA Indoor Track & Field Championships, USA Outdoor Track & Field Championships and USA Junior Outdoor Track and Field Championships and other major national meets as necessary, or as the NOC may direct.**

B. VICE CHAIRS: It shall be the duty of the Vice Chairs to assist the Chair in such capacities as designated by the Chair, to establish and serve as the Chair of any special Sub-Committee established by the Chair and to deal with the responsibilities of their office. The duties of the Vice Chairs shall be as follows:

1. VICE CHAIR – AWARDS.

- a. To develop and administer an awards program that will honor officials who have made significant contributions to officiating in the sports of Track and Field, Long Distance Running, Race Walking or Cross Country;
- b. To establish qualifications for each award presented within the NOC;
- c. To solicit nominations for the annual committee award/s and with the aid of his/her sub-committee, select the recipients;
- d. To plan ceremonies associated with the presentation of awards;
- e. To perform such other duties normally associated with the office of Vice Chair -Awards.

2. VICE CHAIR – CERTIFICATION.

- a. To maintain liaison with the Chair on all matters pertaining to officials' certification;
- b. To maintain liaison with the Certification Chair in each Association on all matters pertaining to officials' certification;
- c. To maintain liaison with the NOC Vice Chairs for Rules and Training and in conjunction with his/her responsibilities develop and maintain a program for the certification of officials (New and Renewal);
- d. To disseminate to the Certification Chair of every Association all information related to certification developed by the NOC;
- e. To prepare and distribute certification packets to the Certification Chair of each Association;
- f. To maintain records of all certified officials in the NOC;
- g. Upon request furnish updated lists of National and Masters Officials to



- the Certification Chair of each Association;
- h. To furnish to any NOC Officials Selection Committee an updated eligibility list of certified officials and their level of certification;
 - i. To develop and make available to each Association Officials committee a Recruitment Program for the purpose of encouraging lay people interested in the sport to become officials;
 - j. To overview certification of Master level officials, particularly those for Master Referee.
 - k. To develop an appeal process for those officials whose National or Master level of certification had not been accepted;
 - l. To perform such other duties normally associated with the office of Vice Chair- Certification.

3. VICE CHAIR – RULES.

- a. To maintain liaison with the Chair on all matters pertaining to Competition Rules, the Operating Procedures of this committee and the Bylaws and Operating Regulations of USATF;
- b. To establish and maintain contact with the Chair of the USATF Rules Committee and be the NOC representative on that committee;
- c. To maintain liaison with the NOC Vice Chairs of Certification and Training.
- d. To solicit from each Association Certification Chair proposals for amendments to the Competition Rules (USATF, IAAF, NCAA and NFSHSA [High School]), to the Bylaws of USATF and to the Operating Regulations of USATF;
- e. To present proposals and solicit from the NOC recommendations for submission of Competition Rules, Bylaws and Operating Regulations to the appropriate committee/s;
- f. To prepare and distribute to each Association Certification Chair the adopted rule changes, bylaws and operating regulations and information pertaining to the availability of all applicable rule books and other appropriate resource material;
- g. To perform such other duties normally associated with the office of Vice Chair-Rules.

4. VICE CHAIR – TRAINING.

- a. To maintain liaison with the Chair on all matters pertaining to training;
- b. To maintain liaison with the NOC Vice Chairs of Certification and of Rules;
- c. To develop and maintain a training program for the improvement of officiating techniques, and make such program available to all Association Certification Chairs;
- d. To prepare training materials and develop material for training clinics and make them available to each Association Certification Chair;



- e. To solicit from each Association Certification Chair ideas for inclusion in a standardized training manual, a training program or clinics;
- f. To develop instructional videos, slides and films for use in training programs or clinics;
- g. To perform such other duties normally associated with the office of Vice Chair-Training.

C. SECRETARY.

1. To serve as the recording officer of the NOC;
2. To serve as the custodian of all NOC records, except those specifically assigned to others by the Chair or by these Operating Procedures;
3. To keep the current membership roll of the NOC members and to certify the credentials of members at the Annual Convention;
4. To have available at the Annual Convention a list of Permanent Sub-Committees and their current members;
5. To maintain a record of the Operating Procedures, special rules of order, standing rules, and minutes (with amendments properly recorded) and to have these available at the Annual Convention;
6. To assist the Chair in the preparation of an agenda for the Annual Convention. The agenda shall contain all matters due for consideration or discussion;
7. In the absence of the Chair or any of the Vice Chairs at the Annual Convention, if a quorum is present, shall preside at the meeting until the election of a Chair Pro Tempore. Such election shall be the first item of business;
8. To provide minutes of all meetings to the membership within thirty (30) days following said meeting;
9. To perform such other duties normally associated with the office of Secretary.

D. TREASURER.

1. To receive and to pay out, upon the order of the Chair, the funds of the NOC;
2. To maintain records of all financial transactions and to report same to the NOC when requested;
3. To make available all financial records to the Chair, Executive Committee, or any member upon request;
4. To perform such other duties normally associated with the office of Treasurer.

SECTION 7 EXECUTIVE COMMITTEE



- A. **Makeup:** The Executive Committee shall consist of the Elective Officers
- B. **Authority:** The Executive Committee shall be fully empowered to expedite such administrative matters as may in its discretion require attention between annual meetings of the NOC and reporting such action taken in the form of minutes sent, when practicable, to the membership of the NOC.
- C. **Meetings:**
1. **Regular Meetings:** The Executive Committee shall meet in "open" session at the Annual Convention. These meeting(s) shall be called by the Chair. By a majority vote of the Executive Committee, the Committee may meet in "closed" session for consideration of publicly announced agenda items that are considered extraordinary in nature and potentially damaging to the reputation of an individual and/or the Executive Committee;
 2. **Specials Meetings:** The Chairman may call special meeting(s) including telephone conferences. Written notice by mail, fax or electronic mail of said meetings and the agenda shall be transmitted to the members of the committee by the Secretary at least fifteen (15) days for "in person" and three (3) days for telephone conference meetings prior to such meeting;
 3. **Record:** Minutes of all meetings shall be furnished to the members of the Committee within thirty (30) days following said meetings by posting on the website.
- D. **Quorum:** A majority of the members of the Executive Committee shall constitute a Quorum for the legal transaction of NOC business.
- E. **Voting:** Each member is limited to one (1) vote. A simple majority is necessary to conduct business.
- F. **Assessments:** All dues and assessments shall be recommended by the Executive Committee to the NOC members for acceptance at the Annual Meeting.
- G. **The NOC Executive Board must approve any expenditure of \$1000 or more that exceeds the budget line item.**

SECTION 8 PERMANENT SUB-COMMITTEES

The chair of each Permanent Sub-committee will be a member of the NOC but not the other members by virtue of their appointment to a sub-committee. . Each sub – committee will be limited to a chair and up to 5 members unless otherwise specified.

The duties and responsibilities of the Permanent Sub-committees shall be as follows:



- A. **Affirmative Development:** to provide input and overview that all groups are appropriately represented in the affairs and selections of the committee including recruitment.
- B. **Appeals Selection:** To provide an independent avenue for officials not selected for major meets to appeal.
- C. **Communications:** to manage the production and distribution of an electronic newsletter for the committee, to provide support and manage a website for Official Committee information and training and to manage the listserve function.
- D. **Ethics and Goals:** to develop, communicate and monitor progress toward Goals and maintain the ethics documents current.
- E. **Equipment and Facilities Specifications:** to provide technical information and training expertise for officials and other personnel to assure that the rules of Track & Field are provided for in venues and measurements.
 - a. **Duties and responsibilities:** The subcommittee shall:
 - i. Provide technical information and training expertise for training of officials and other personnel to assure that rules relating to track & field venues and measurements are realistically enforced;
 - ii. Provide a training program for officials on the certification of implements;
 - iii. Establish criteria for, inspect, evaluate, and maintain a register of USATF-standard track & field facilities;
 - iv. Establish requirements for firms which certify track & field facilities and maintain a list of firms meeting those standards;
 - v. Provide guidance to USATF, and through USATF to the IAAF, on specifications for equipment and facilities;
 - vi. Assist the Records Committee, when requested, in auditing the technical data involved with records, including specifications of the track or field facility;
 - vii. Maintain a working relationship with the various manufacturers of athletic equipment to insure compliance with specifications and provide input for improvements; and
 - viii. Assist any sport committee, when requested, in auditing the specifications of track & field facilities for national and regional championships.
 - b. **Makeup:** The subcommittee shall consist of a chair, plus (a) eight (8) at-large technical members appointed by the chair of the National Athletics Officials Committee, at least two (2) of whom should be master level certified officials who are inspectors of implements, (b) one representative each from Men's Track & Field, Women's Track & Field, Masters Track & Field, Youth Athletics, and Race Walking Committees, and (c) four (4) athletes selected by the Athletes Advisory Committee
- F. **Evaluation:** To collect and maintain evaluation records of officials at major meets as defined by the Executive Committee.
- G. **Insurance:** To overview and recommend liability and personal injury insurance



- to meet the needs of officials both within and outside of USATF sanctioned meets.
- H. **Law and Legislation:** To formulate and sponsor law and legislation proposals requested by the National Official Committee or the Executive Committee and to communicate information concerning proposed legislation which would impact the official committee and its members.
 - I. **Master Referee Certification:** to manage the testing and certification of Master Referees by testing and common evaluation of all such candidates by this committee under the direction of the Vice-Chair of Certification.
 - J. **Nominations:** To find and communicate via the website information on the candidacy of individuals running for positions on the committee and the Officials Committee's nominees for the NOC Board of Directors seat.
 - K. **Selection:** to make available applications to major meets that require the National Officials Committee to select officials as covered in Regulation 4-H.
 - 1. **Makeup:** See Regulation 4-H.1c
 - L. **Uniform/Merchandise:** To find, select and communicate via the website information on uniform components as well as auxiliary officiating related merchandise.

SECTION 9 BOARD OF DIRECTORS REPRESENTATIVE

A. BOARD OF DIRECTORS REPRESENTATIVE

The NOC shall conduct a vote from which the three(3) nominees receiving the highest number of votes shall be submitted to the Nominating and Governance Committee (and reached in the order of highest number of votes received) for selection as the NOC Board of Directors Representative.

B. Elections:

1. **Schedule of Elections:** The general election of nominees for consideration as the NOC Board of Directors Representative shall take place every four years at the Annual Convention during the year of the Summer Olympics (1st year of the Olympiad)
2. **Eligibility:** All members of the NOC who: (1) are in good standing with the National Governing Body, (2) are in good standing under the requirements of the NOC, (3) have experience and expertise in Officiating, and (4) does not serve on any other national, council, or any elected or appointed body of USATF at the time of such person's **acceptance** ~~for nomination~~ as a Board of Directors Representative;;
3. **Nomination Process:** The Chair at the opening session of the convention, in the year preceding the election year, shall appoint a Nominations Committee to administer the nomination process for nominees as a Board of Directors Representative; **(Plan to delete all of 3, re-number and move this activity to**



nominating committee rather than separate committee as approved in Dec. 08)

a. **Request:** At least ninety (90) days prior to the Annual convention in the year which the election shall take place, the Nominating Committee shall request nomination from the membership;

b. **Summary:** Nominations shall be returned to the Nominating Committee Chair at least forty-five days (45) days in advance of the Annual Convention for the preparation of a written ballot, with a brief summary describing the qualifications of the nominees. Members of the Nominating Committee shall be eligible for nomination as a candidate for the Board Representative.

4. **Floor Nominations:** Nominations may be accepted from the floor at the Annual Convention meeting;

5. **Voting Procedure:** The voting shall be by written secret ballot and only those members in attendance who have been certified as official voters. (See Section 7, Part E (Voting); Proxy voting shall not be permitted;

6. **Substitute Voters:** Substitute voting is possible See section 7 Part E (Voting);

7. **Voting Requirements:** The three (3) persons receiving the highest number of votes shall be submitted to the Nominating and Governance Committee for selection as the NOC Board of Directors Representative. **If there are more than 4 candidates then there will be two rounds of voting with the top four and ties moving to the second round.**

8. **Alternatives:** Should no candidate submitted be seated by the Nominating and Governance Committee then an addition election shall be conducted.

C. **Term of Office:** The term of office for a NOC Board of Directors Representative shall be four years. A Board of Directors Representative may not serve more than two consecutive terms in the same office;

D. **Vacancy in Office:** Should a vacancy occur for the NOC Officials Committee Board of Directors Representative seat, the Chair with the concurrence of the majority of the Executive Board shall select a candidate to recommend to the Nominating and Governance Committee for consideration to serve until the next Annual Convention. The appointee shall hold office until the next Annual Convention, at which time an election for nominations for the interim term shall be held.

SECTION 10 SPECIAL SUB-COMMITTEES

Each of the Vice Chairs may appoint a Sub-committee to assist in his/her duties. These Special Sub-Committees shall consist of no more than seven (7) members and will work under the direction of the appropriate Vice Chair. Sub committee members are not members of the Officials Committee as a result of their membership on a sub committee.

The duties and responsibilities of these Standing Sub-Committees shall be as follows:



- A. **AWARDS** - To establish the criteria for any and all awards presented to certified officials by or through USATF on behalf of the NOC; including selection for and induction of the Official Hall of Fame.
 - 1. **Officials Hall of Fame Selection:** To manage the nomination of, selection of and induction of senior and deceased officials for long time service as officials in USA Track and Field.
- B. **CERTIFICATION** - To recommend to the NOC requirements and procedures for certification as a NOC official;
- C. **RULES** – To advise the Vice Chair regarding proposed rule changes within the NOC.
- D. **TRAINING** - To work with the Vice Chair and provide encouragement by recommending training methods and guides for clinics.

SECTION 11 COMPETITION OFFICIALS SELECTION COMMITTEE FOR CHAMPIONSHIPS

The selection of officials for major national and international competitions is covered by USATF Regulation 4H. The intent is that this committee selects the competition officials for the Indoor, Open, and Junior National Championships, any US Team Trials, Olympics, World Championships, Pan American Games and World Cup, and any major international competitions conducted in the United States under IAAF Rule 12.1.(a)-(d). The Officials Committee has two voting representatives on that committee.

SECTION 12 MEETINGS

- A. **Annual Meetings:** Regular Meetings of the NOC shall be held at the Annual Meeting of USATF.
- B. **Authority:** Any business of the NOC may be transacted at regular meetings.
- C. **Special Meetings:** Special meetings of The NOC may be called by the Chair or by a majority of the Executive Committee. Notice of said meetings and the reason(s) for it shall be transmitted to the members of the NOC by the Secretary at least fifteen (15) days (except at a Convention) prior to any such meeting. No business, except that for which the meeting was convened, may be transacted.
- D. **Quorum:** For the official transaction of any NOC business at any regular meeting of the NOC, fifteen (15) members (including three (3) officers shall be present to constitute a quorum.
- E. **Voting/Exclusivity:** In all voting a member is limited to only one (1) vote although he/she may represent more than one (1) area of membership as defined in Section 4. A simple majority is all that is necessary to conduct business.
 - 1. **Option of Secret Ballot:** A secret written ballot may be called for by a simple majority expressed by a voice vote or show of hands (except as set



forth in Section 5, Part B, and Paragraph 5).

F. **Order of Business:** The following order of business shall be regarded as the standard for all annual meetings of the NOC:

1. Call to Order
2. Roll Call of Members (by exception if called for)
3. Motion for Change of Order of Business (when Required)
4. Reading and Approval of Minutes
5. Report of Officers
6. Nomination of Candidates for Election and Introduction of Candidates (when required.)
7. Report of Standing Sub-Committees
8. Report of Permanent and Ad Hoc Sub-committees
9. Report of Special Sub-Committees
10. Unfinished Business
11. Action on Proposed Amendments (when applicable)
12. New Business
13. Election and installation of new officers. Newly elected officers and committee members shall conduct business following the adjournment of the last Officials' meeting of that Annual Convention. If a transition period is needed, it should be completed so that new officers are in charge within 30 days of when they take office.
14. Other Business
15. Saving Clause Resolution
16. Adjournment

Note Items 6-8 may be addressed in any order as set by the Executive Committee.

G. **Parliamentary Authority:** The current edition of *Roberts Rule of Order* is the general rule of order, except where they are in conflict with the provisions of the NOC Operating Procedures, in which case these Operating Procedures shall prevail. It is this current written set of Operating Procedures which govern and supercede any previous version published in the USATF Governance Handbook.

SECTION 13 GRIEVANCE

Any certified official or member of the committee is entitled to due process. A grievance against a certified official shall be filed with the local association's officials committee or with the chair of the National Officials Committee. The nature of a grievance is defined in Article 19 of the bylaws of USATF. The resolution of such grievances, if it can't be done informally to both sides satisfaction, will be done formally using USATF Regulation 11.

SECTION 14



REPRIMAND, SUSPENSION OR DECERTIFICATION

Any certified official may be reprimanded, suspended or decertified if found guilty after due process of conduct detrimental to the best interests of the NOC, USATF or the sport of athletics as outlined in this section.

- A. Any complaint that alleges that, by action or inaction, a Certified Official has caused harm to this Committee, USATF, and/or the sport of Athletics, or could cause such harm if such action or inaction were permitted to continue or recur, shall be forwarded to the Chair of this Committee. In order for the Committee to act on such a complaint, it must be in writing and signed by the complaining party with information on where the Committee may contact the complainant should there be a need to obtain additional information or request the complainant's participation in a telephone hearing.
- B. The Chair shall forward this written complaint to the Executive Committee. If the Executive Committee finds the complaint is credible and that, if the charge is true, harm as described in paragraph one (1) has occurred or will occur if the behavior is not stopped, then notice shall be mailed or electronically mailed to the charged official at the address on file with the National Certification chair stating the official has ten (10) days from the receipt of the notice to respond to the charges in writing to the Chairs at the Chair's address stated in the notice or the official will be reprimanded, suspended, or decertified depending on which sanction is appropriate in the opinion of the Executive Committee. If the official is decertified, the officials will not be re-certified until the Executive Committee is presented with satisfactory evidence that the behavior is unlikely to re-occur.
- C. If the charged official does not respond as required by the preceding paragraph the official shall be reprimanded, suspended or decertified as the Executive Committee determines the charges warrant and the National Certification Chair as well as the Association Certification Chair where the official is a member will be notified. If a timely response is received denying or explaining the charges that would exonerate the official, then the Executive Committee shall give reasonable notice to the complainant and the charged official of a conference call hearing at a reasonable time for the complainant and the charged officials. If the timely response would not exonerate the charged official, the Executive Committee may act without a hearing unless it determines a hearing should be held to clarify the response.

SECTION 15 AMENDMENTS

These Operating Procedures may be amended only at the Annual Meeting of the NOC provided that the amendments had been submitted in writing to the Secretary sixty (60) days prior to the date of the opening session of the Annual Convention. The Secretary shall submit all proposed amendments to the NOC members for review at least thirty (30) days prior to the opening session of the Annual Convention. An affirmative vote of two thirds (2/3) of the NOC members in attendance shall be required to amend these Operating Procedures.



SECTION 16 SAVING CLAUSE

Failure of literal or complete compliance with the provisions of these Operating Procedures with respect to dates and times of notice or the sending or receipt of the same, or errors in the phraseology of notices or proposals, which in the judgment of the members at any meetings held, do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the members at any such meetings.